Environmental Sustainability Task Force Steering Committee Meeting — 2/25/08
Meeting Notes, per Deb Henigson

5.5 CITY ATTORNEY: BROWN ACT
 - we (steering committee) are definitely a legislative body; it applies
 - steering committee quorum is 8 (15 members)
 - Gary suggests Google Groups
 - Attorney says the brown act doesn't allow email lists/groups YET; hasn't been brought up to state legislature yet
 - maybe the subcommittees don't have to be legislative bodies, therefore not subject to the brown act restraints
   + will ask the council to make the subcommittees "ad-hoc" so they are not subject to the Brown Act (we'd make sure that no more than 4 steering committee members are on any of the subcommittees)
   + if the subcommittees aren't restriced by the brown act, then they can use email/groups/wiki to organize?
     -- copy the city clerk on email threads to make the notices public
     -- federal laws have determined that there's enough public internet terminals to make e-stuff public
 - one-way email sends within steering committee are OK
 - email threads are "serial meetings" (seriata?); even just talking casually about these subjects
   + ask the question "have you talked to anybody else about this?"
   + can ask about putting something on the agenda

Bruce and Yvonne volunteer to be chair or vice-chair
Aileen volunteers to be vice chair if needed
Paper Ballots: Bruce as chair, Yvonne as vice-chair

5.2 GROUP PROCESS GROUNDRULES
How do at large members get items on the agenda?
 - ask at the end of meeting
 - send chair an email
When should we take input from the at-large members?
 - after a presentation, before the public
 - at the end of every agenda item
Steve presents the IDEO "Brainstorming Overview" preso: 7 rules
Divergent "part":
 - Defer Judgement
 - Encourage Wild Ideas
 - build on the ideas of others
 - Stay focused on the topic
   + write the question down in front of you
 - One conversation at a time
 - Be Visual (maybe doesn't apply as much here than at IDEO)
   + even "bad" sketches can really help
 - Go for Quantity
   + quality comes later
   + get a lot of ideas; you'll get better ideas overall
 - To start the flow: start with the "right" question
   + "How might we..."

+ be comfortable with ambiguity
Convergent "part":
 - Distill ideas promptly, keep 'em all fresh & rotating
 - every brainstorm needs a facilitator (keeps you focused)
   + handing post-its to the facilitator which he/she puts up on the wall/display; gets your ideas down w/o interrupting
   + can have a different facilitator for each discussion if needed
 - find at least 5 good ideas from the big mess
   + may need a smaller group to do so
 - cluster/classify ideas that are related
 - Time constraints can help focus everything, drive you to your goal

Notes:
 - the official minutes are up on the MV city website
 - anyone who takes notes can send 'em to Steve to have 'em distributed
 - would be great to have a way to share and add to 'em (but we can't use wikis, darnit!)
 - Steve asks that folks sending him mins put the section headers in it (5.2, etc.)

5.3 SUBCOMMITTEE TOPICS
- Bruce wants to know how we can conduct some brainstorming -- are there whiteboards or flipcharts around?
- Steve B. suggests breaking into smaller groups for brainstorming
- gal from Acterra suggests using SM/MP's groups; another gentleman states these committees aren't really the ones we'd want to use (do something innovative/different)
- Aileen: don't want to get stuck dividing into too many commitees
- John: vote, the ones that get the most votes are the subcommittees
- Bruce: gotta have committees that people actually want to serve on; determine committees by active interest?
- our mission is a little more expansive than other cities' (not just GHG)
- Bruce K: table this briefly and get more data (5.4)
<see 5.4>
<aaaaand we're back>
Using the neighboring committees as a starting point, consolidated the list, input from everyone, asking who's excited to work on these committees
Tools being developed, consultants who can work on earlier GHG/consumption #s based on financials
"this is a statistical sampling, not a full task force vote"
in PA, the baseline group was lateral; worked across other subcommittees too
<sorry folks, too much discussion to take coherant notes>

After part one of the discussion, narrowed it down to 13 "starter" topics:
1) Communications, Public Education & Outreach and Green Biz Dev
2) Transit & Transportation
3) Baseline & Measurements
4) Energy / Renewable Energy
5) Built Environment
6) Adaptation to Climate Change
7) Suburban Natural ecosystems and Biodiversity
8) Waste, Waste Reduction and Recycling
9) Water Availability and Use
10) Air quality

11) Environmental and Social Justice
12) Greenhouse Gasses
13) Land Use Planning

<a break, yays, followed by more discussion>

14) Population control
15) Minimizing toxics
16) Resource efficiency and energy and conservation - energy and water

steering committee is gonna lose its quorum at ~10pm, we have to decide to act before then

Motion to get at-large task force to submit a priortized list of preferred committees to serve on by Friday, before the "all-hands" meeting on Monday

5.4 GHG BASELINE REVIEW
see "MV Community-Wide GHG Inventory - FINAL.xls" -- will be on website when Steve A. cleans it up
data comes from ICLEI (pron. "ickley"); UN organization that lots of cities use to do a GHG inventory
 - ICLEI sponsors the US Mayors' Climate Protection Agreement; working with Cool Cities
 - http://www.iclei.org/index.php?id=global-about-iclei
    ICLEI was founded in 1990 as the International Council for Local Environmental Initiatives. The council was established when more than 200 local governments from 43 countries convened at our inaugural conference, the World Congress of Local Governments for a Sustainable Future, at the United Nations in New York.
 - Steve A. will be working on establishing the municipal #s (City of MV operations)
 - all 2005 data; absolute numbers

Questions/Comments:
 - David: ICLEI said that MP's capped landfill is producing GHGses because the landfill methane collection methods aren't very efficient
 - Transportation includes everything going through the city (incl. traffic on 101, etc.)
    + airport emissions were assigned to their jurisdiction; PAO emissions went to PA, MV got Moffett
    + does not capture all the transportation emissions to get (products, etc.) to MV
 - MV waste that goes to other landfills doesn't count here
 - How do you calculate per-capita? the # of people who reside in MV
 - How is our food supply represented?
    + lots of calculations aren't represented
    + How did ICLEI arrive at these numbers?
      -- Joan can provide some info on this

Definition of Commercial vs Industrial? Steve A. will get it
 - ICLEI is overtaxed and slow to respond

Waste "sector" is both landfill and waste collected in garbage pickup (the stuff that doesn't leave the city)

Need to evaluate our "real" footprint (including travel, waste we put elsewhere, etc.)

CA AB 32: GHG reductions mandate
 - we don't yet have the historical data yet
 - the state's approach is what we're going to aim for in steps:
    + first to 2000 levels by 2010 (11%)
    + then to 1990 levels (25%)
    + 80% below 1990 levels by 2050

5.7 AGENDA FOR NEXT MEETING (post-quorum)
Resolve the subcommittees, set future meetings, and missed items from tonight (venues)
Get input on the subcommittees overall, but not make any decisions on assignments
 - decisions to follow at future steering committee meeting
question: criteria for committees?
 - to be set at a later time
How can we be more efficient/on time in the future?
 - Bruce's items not all addressed
We need to have more purposeful discussion about sustainability, not just GHG issues